



Proposal Request

PROJECT: (Name and Address)

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Proposal Request No.:

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Date:

TO: (Contractor Name and Address)

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Contract No.:

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Contract Date:

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein.

This is not a Change Order nor a direction to proceed with the work described herein.

Description: (Written description of the work)

Attachments: (List attached documents that support description)

Facilities Office

By: _____

Date: _____